



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

EXECUTIVE ASSISTANT

[Will consider Office Technician (Typing) for recruitment purposes]

\$3,072 - \$3,734

**CONSUMER SERVICES & MARKET CONDUCT BRANCH
LOS ANGELES**

The Department of Insurance is seeking an individual to serve as the Executive Assistant to the Deputy Commissioner, Consumer Services & Market Conduct Branch. The successful candidate must have outstanding secretarial and public contact skills and experience.

RESPONSIBILITIES: Under the direction of the Deputy Commissioner, the incumbent will provide analytical and administrative assistance and secretarial support to the Deputy Commissioner, relieving the Deputy of administrative detail; and provide overall office management and general support to the operations of the Department's CS&MC Branch. The incumbent will also perform research on confidential and sensitive departmental program issues as necessary and complete special projects as assigned.

DESIRABLE QUALIFICATIONS:

- Excellent written/verbal communication and public relations skills
- Excellent organizational skills with the ability to work independently and exercise sound judgment in completing assignments in a timely and efficient manner
- Ability to exercise discretion and diplomacy on confidential and sensitive assignments
- Strong computer skills -- proficiency with Microsoft Word for Windows and Excel
- Ability to interact tactfully with the public, and work with staff at levels within the Department
- Possess a cooperative attitude and commitment to teamwork in a fast paced environment

WHO MAY APPLY: Applications will be accepted from current State employees at the Executive Assistant level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed.

Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility, or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Ste. 1300, Sacramento, CA 95814.

PLEASE INDICATE "EXECUTIVE ASSISTANT #413-370-1728-001" ON THE STATE APPLICATION. APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: September 25, 2006 or until filled

NOTE: Interested individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD